

**Minutes of the Extraordinary Resources Committee Meeting held via Teams on
Wednesday 17th June 2020 at 3.00pm**

Present: Michelle Brabner
John Fell (Chair)
Rob Firth
Alex Kenny
Jonny Lea
Kathy Passant (in place of Ronnie Fell)
Vipin Trivedi

In Attendance: Eddie Green – Vice Principal Services
Nicola Hurst – Director of Teaching & Learning & Sixth Form
Caroline Jenkinson – Director of Governance
Alison McDowell – Head of Personnel & Payroll

Action

R.20.87 Item 1: Apologies for absence

Apologies for absence were received from Margaret Boneham and Veronica Fell.

R.20.88 Item 2: Declarations of Interest

None.

To reduce the time the Head of Personnel & Payroll was required at the meeting the HR related agenda items were brought forward.

Item 5: Human Resource Reports

R.20.89 Item 5.1: Human Resource Objectives Update 2019/20

The Head of Personnel and Payroll explained that the report had been deferred from the April meeting and had subsequently been updated for presentation at the July meeting. The items of note from this report were at 2.2:

- updating of the HR policies had had to be put back further, to October 2020, due to the additional work the department had undertaken on the re-opening of the College;
- work has been completed on the embedding of Our Values into College processes;
- staff sickness absence rates had been updated in the July report.

In response to governor questions the Head of P&P stated the April report included sickness data up to 31st March 2020. She confirmed there had been no themes or areas of concern with regards to the higher levels of long term sickness (LTS) in the report and these were expected to fall later in the year. She explained that during LTS regular doctor fit notes were received and following 4 weeks of absence staff were referred to Occupation Health. If stress/anxiety at work was a cause of absence arrangements were made to meet with staff at the earliest opportunity.

A governor referred to the new appraisal system and asked if the College monitored the completion of appraisals and mid-year reviews and if the quality of the appraisals was subsequently reviewed. The Head of P&P confirmed the appraisals were logged on the College self-service system which allowed completions to be monitored, however, there was no procedure in place for checking their quality. The VP Services suggested research could be undertaken with regards to this and the development of a process to review the quality of appraisals would be included in the HR Objectives for 2020/21.

**Head of
P&P**

The Committee resolved to receive and accept the report.

R.20.90 Item 5.4: Disciplinary and Grievance Procedures for Senior Post-Holders

The Head of Personnel and Payroll confirmed both documents had been tabled at the meeting in April where it had come to light that the Grievance Procedure required further consideration. Herself and the HR link governor had subsequently worked through the document and had made the suggested minor highlighted amends.

The link governor thanked the Head of P&P for her work on both Procedures.

The Committee resolved to approve the Disciplinary and Grievance Procedures for Senior Post Holders.

R.20.91 Item 5.2: Union Management Forum

The VP Services presented a résumé of the Union Management Forum (UMF) meeting of 27th February 2020 and informed the Committee the unions had not raised any areas of concern. Since April there had been 3-4 UMF meetings in response to COVID-19 which had been constructive with good feedback and support offered. A further meeting was scheduled in two weeks time.

In response to a governor question the VP Services confirmed the unions had not disagreed with any of the questions contained in the staff survey. This year's staff survey had commenced with a closing date at the end of June.

The Committee resolved to receive and accept the report.

R.20.92 Item 4: COVID-19 Re-opening Plans and Risk Assessment

The VP Services referred to the report which the Chair had requested be on today's agenda for Committee members' information following its consideration by the Audit Committee.

The VP Services explained the document was continually updated with work, which spanned the summer period, constantly in progress.

A member questioned whether a governor should sit on the planning group. The Vice Chair of Corporation advised that this matter had been discussed at a meeting with the Chair and Principal and it had been concluded that this wasn't necessary. The Principal added that the work of the group was very operational and time-consuming.

A governor noted the plan did not make reference, for example, to the procedure to be followed for returning library books. The VP Services explained that the plan was the overarching document underneath which individual Risk Assessment check sheets were completed for individual areas. Therefore, a matter such as this would be dealt with by the library manager.

The Committee resolved to receive and accept the report.

The Director of Teaching & Learning & Sixth Form joined the meeting at 3.25pm.

The Head of Personnel & Payroll left the meeting at 3.31pm.

R.20.93 Item 5.3: Annual Staff Development Report 2019/20

The Director of T&L&SF presented her report which detailed the provision of staff development and training during the academic year 2018/19. She informed governors that staff development activities for business support and management staff had been reinvigorated for 2018/19.

A governor questioned the reason for the staff development expenditure being £10k below budget. The Director of T&L&SF explained one of the reasons for this is that there had been fewer award applications from staff in 2018/19, however, more staff had been encouraged to apply this year and the application process for this had just closed. She confirmed that during appraisals line managers encouraged staff to participate in non-mandatory staff development training activities. In addition, the College have a very good internal training programme e.g., Aspiring Managers. Which does not incur the same level of costs as external provision would. Staff also regularly make use of networks, free training, the sharing of good practice, online training etc. the costs for which were difficult to quantify.

The Chair requested that future reports include more information on in-house training delivered by staff.

**Dir T&L &
SF**

The Committee resolved to receive and accept the report and agreed the report move to the Resources Committee in the Autumn Term from 2020/21.

The Director of T&L&SF left the meeting at 15.42pm.

R.20.94 Item 3: Accommodation Update

The VP Services presented the report. He explained that the Pennington Refurbishment Project, which was originally planned to commence over the Summer, was now likely to have a September start date or, if a 6 month extension to the grant agreement could be achieved, a date in April 2021, which would be preferable from a curriculum point of view.

An extension to the March 2021 end date for expenditure had been requested, however, the DfE who are funding the project, have informed the LCR that the grant monies had to be spent by this deadline. As a result work had to be planned on the basis of a September start date and the SLT had to consider how provision could continue around these works, particularly in view of social distancing complications and

workshop activities undertaken in bricklaying and painting and decorating.

Governors noted their dissatisfaction with the DfE response and agreed that the local MP and DfE would be written to by the Board to question why the end date could not be extended.

Chair of Corp

Governors discussed the project further and agreed to continue to follow the original process. The VP Services confirmed [REDACTED] were currently working on the tender packages for the main contractor which were due to go out in July, followed by an appointment 4 weeks later.. It was anticipated that by the 13th August, when [REDACTED] provide their tender evaluation report, the position would be clearer with regards to making a final decision on moving forward with the project. The Principal added that the Covid Planning Group would be looking at the relocation of provision over the next 1-2 weeks which should result in a clearer picture, including the possible use of external facilities.

Moving to the LCR Low Carbon Fund the VP Services confirmed the plan remained to complete the project this year, however, the risk was now that the work would move to August/September. No problems were envisaged with regards to spending the money by March 2021.

The Committee resolved to receive and accept the report and note the requirement for a Corporation meeting in August to approve the appointment of a main contractor for the Pennington refurbishment project.

Dir of Gov

R.20.95

Item 6: [REDACTED]

This item was considered confidential and a separate confidential minute was recorded.

R.20.96

Date of Next Meeting

Wednesday 1st July 2020